
**MINUTES OF THE MEETING OF THE
LEISURE SERVICES COMMITTEE
HELD IN ARDEN HALL,
CASTLE BROMWICH ON
WEDNESDAY, 3RD SEPTEMBER 2008
AT 7.30 PM**

Those present:

Chairman Cllr Mrs. A Haywood

Councillors

Cllr Mrs. P Allen

Cllr E Knibb Cllr Mrs. T Knibb

Cllr Miss J Ward

Officers: Mrs. C Tibbles, Clerk to the Council

Public: 2 members of the Public [Items 1-13 only]

1. Apologies.

The apologies from Cllr M Rashid, Cllr J Riordan and Cllr Mrs. B Wilkins were accepted for the reasons given. Cllr A Terry was absent.

2. Declarations of pecuniary or other interests.

None declared.

3. Minutes of the previous Meeting.

ON THE PROPOSITION of Cllr Mrs. Allen, **SECONDED** by Cllr Miss Ward, **IT WAS RESOLVED** that the Minutes of the Meeting held on Wednesday 4th June, 2008, having been circulated, be signed as a true and correct record of the Meeting.

4. Manager's Report and Arden Hall issues.

Members noted the limited report available but would be pleased to welcome Mrs. Kite, the new Hall Manager, to future meetings. A reply had been received from the Council's insurers confirming there was no insurance cover for hirer's liabilities should the Parish Council fail to provide hire facilities and this had been relayed to Beebe Productions (who raised the question) and accepted. Members could consider adding this to the hire regulations on the next review. Members were updated by the Clerk on outstanding matters with repairs, caterers, ladders, access arrangements and Theatre Workshop.

5. Bar Stock Reports.

Due to the presence of public, this matter was deferred to the end of the meeting when, under confidential terms, members noted the two stock report prepared by Ms. Ratcliffe and the slight improvements that were declared, as detailed in the confidential appendix for members only.

6. Residents' Concerns.

Members noted the circulated information. Cllr Mrs. Knibb referred members to the public letter in the Castle Bromwich Gazette about traffic problems in the area and **IT WAS UNANIMOUSLY RESOLVED** that a meeting with Solihull MBC would be beneficial and that Cllr Mrs. Knibb make contact on behalf of the Council to offer Arden Hall as a possible venue, without charge. Members agreed to share their local knowledge by attending/arranging a tour of the parish if this would assist Borough Council officers. Cllr Mrs. Allen was pleased to report that the youth volunteers (Duke of Edinburgh Scheme) had started their regular visits and tackling their role with enthusiasm. Members discussed the letter expressing concern about parking signage near the Small Green and **IT WAS UNANIMOUSLY RESOLVED** that the sign should remain and other than an acknowledgement of their comments, no action would be taken.

TK
ASAP

Clerk
23/09

7. Communications.

Routine communications and bulletins were noted and suppliers info / WM LGA Speaking Out / new Solihull Friends of the Earth group / thanks from Castle Bromwich Hall Gardens Trust for grant aid / new Alcohol Restricted Zone in Shirley / / Allianz Cornhill – claim forms received / Solihull MBC – Overview and Scrutiny report / new pitch layouts for football season / WALC Annual Report and request for County Representative (direct nomination) / Solihull NHS Care Trust – feedback report following consultation / Minster Commercial Contract Cleaning Services / revised photocopying charges (Ace Copiers) / Solihull Area Committee of WALC draft minutes. Cllr Knibb asked for details of meetings of the Colebridge Trust, which he had volunteered to attend.

Clerk
10/9

8. Future Plans for Arden Hall.

Members viewed the drawings received and after consideration, **IT WAS RESOLVED** that the Clerk investigate further the planning regulations for Arden Hall frontage and possible quotations; that Cllr Mrs. Knibb summarise the responses to the public consultation which the Clerk had been busy acknowledging; that Cllr Mrs. Haywood continue to co-ordinate the Bridal Fayre being held on 29th March 2009; that Cllr Mrs. Haywood investigate holding a Trader's Breakfast Meeting with a guest speaker, hopefully in 2009. The urgent requirement for co-ordinators to lead the event on 17th October was deferred to the end of the meeting. The Clerk would soon be seeking assistance for the Christmas Tree Lighting event on 25th November and would put this as an item for consideration by the Finance and General Purposes Committee. The Hall Manager would be asked to report on plans for New Year's Eve. Cllr Knibb asked when a vote had been taken on the Arden Hall frontage but the Clerk answered that this had been discussed several times by Council in the past four years, since she had first highlighted the urgent requirement for replacement and it had been deemed that the work was vital.

Clerk
ASAP

TK after
16/9

AEH
1/10

NB-
Cancelled
Clerk
10/09

HM
1/10

9. Pavilion Hire and Lease Arrangements.

Following discussion by members, **IT WAS UNANIMOUSLY RESOLVED** to suspend Standing Order no. 70 for the next 2 items to allow Mr. Cook from the Castle Bromwich Cricket and Sports Club to clarify the lease request. Mr. Cook explained that the Club had nearly completed the draft revisions they wished to request and, although not quite complete, the Committee **RESOLVED** to have the current draft submitted so that a preliminary comparison could be done with the existing leases and that legal advice could be sought from NALC, especially as the Parish Council was unsure if the format of a rolling lease was viable. Remaining matters for consideration were discussed under confidential terms following confirmation by Paul Messenger of a most serious Club incident when unauthorized weekend activities took place in the park. **IT WAS UNANIMOUSLY RESOLVED** that the Council instruct the Club to submit a report of their investigations. The enquiry from Bromford Lions was also discussed under confidential terms and **ON THE PROPOSITION OF** Cllr Mrs. Knibb, **IT WAS UNANIMOUSLY RESOLVED** that approval in principal be given. The Clerk would endeavour to make a preliminary response to the applicant.

G. Cook
ASAP

Clerk
10/9

Clerk
20/9

Clerk
30/9

10. Sports Hire.

The Chairman updated members on recent discussions and meetings with Castle Bromwich Cricket & Sports Club, resulting in a request for this Leisure Services Committee to consider curtailment of playing football on the cricket outfield in 2009/10 onwards. There had been no prior request by the Club for the Council to formally rescind use of pitch number 4 and it had been made clear to the Club that there had been firm encouragement by them to provide seasonal youth soccer pitches, which had resulted in a binding agreement with a youth club with long-term prospects. At the invitation of the Chairman, Mr. Cook explained the cricket league requirements for pitch quality and the danger of expulsion from the league if facilities did not meet standards. The Club had worked extensively on manually improving grounds maintenance whilst soccer had not been played on Pitch No 4 in the past 2 years to ensure a smooth surface, which was a safety requirement. Cllr Knibb asked how long the ground would take to recover from soccer usage and Mr. Cook replied 2 years. Cllr Mrs. Knibb asked if professional scarifying could repair soccer wear and tear and Mr. Cook asked the Council to undertake to re-instate the pitch to its present standard. The Clerk was asked the financial cost of this but she had no knowledge of this since prior to her appointment the Club had requested to undertake to arrange and pay for their own cricket pitch maintenance due to their dissatisfaction with standards of the former contractors (not the current contractor). As there was no budget provision or costings members felt therefore unable to accede to this request. The Club were asked to provide clearer information to the Parish Council if they wished to have the matter considered further. The Chairman reminded everyone that an undertaking had been given to hold a site meeting with the Club in January 2009 to assess the ground mid-way through the soccer season. It had been carefully planned by the Council that a youth pitch would hopefully be less damaging to the surface than adult matches. Members noted the Clerk's apology that the Sports Policy had not been tabled. Football arrangements had been severely delayed due to adult teams not meeting deadlines – hence the Sports Policy had not been finalised and season changes from cricket to football had been particularly difficult this year for all staff.

G. Cook
ASAP

Clerk
Jan 09

Clerk
1/10

11. Village Green access request.

The Clerk reported that limited progress was being made due to holidays of the parties involved.

12. Payments.

ON THE PROPOSITION of Cllr Knibb, **SECONDED** by Cllr Mrs. Allen, **IT WAS UNANIMOUSLY RESOLVED** that the payments as set out in the enclosure, be approved. As former Vice-Chairman, Cllr Knibb agreed to sign the bank transfers in the absence of other signatories.

13. Clerk's Report/Open Spaces Report.

Members noted the Clerk had attended numerous meetings to address many priorities since the July meeting, with some matters still outstanding (claim for stolen benches still to be completed, Hob Farm boundary issues/licences to be investigated). The Clerk had covered for other staff, which was time-consuming but nonetheless essential, and had also been hampered by excessive phone calls following an erroneous press article about Arden Hall. Other matters being progressed at meetings were solicitors advice on land matters, meeting hirers/staff to address inspection matters, purchase of staff lockers (£65) and reception desk for Arden Hall (£350), packed action day in early August when Chairman, Cllr Mrs. Allen and Cllr Riordan and Clerk held five busy but productive meetings. This had been so beneficial it would be repeated later in the autumn if members were willing. As mentioned, volunteers were now working outdoors under the kind supervision of Cllrs Mrs Allen, Amos and Rashid. Cllr Knibb asked if Cllr Mrs. Allen was now co-ordinating this but the Clerk said that a member was still needed to take over Friends of Arden Hall since Cllr Feasey had left. Members considered the cancellation by a Pavilion hirer due to a bereavement and **IT WAS UNANIMOUSLY RESOLVED** that the normal policy of refunding half the fee or transferring the payment to an alternative booking with the Council should be applied. The relationship between the Parish Council and the Cricket & Sports Club had been discussed at a meeting and the report was noted. New soccer pitch layouts had been agreed, showing locations and sizes (although marking had been delayed by the weather) and copies sent to all teams for their information. A donation had been received from the Remembrance Club towards planting flower beds in the Garden of Memory; a reported arson incident had been investigated by the Clerk but thankfully not found to be on Parish Council land, although she did consequently detect a tree problem which had been promptly acted upon by the tree surgeon, using her delegated powers. Following a pedestrian complaint to Solihull MBC about low branches at Whateley Green, a quote for £376 for urgent crown lifting was accepted. A copy of the latest playground inspection report was available for members, with 3 urgent matters to address, and under delegated powers she had approved the quote of £1269.50 for repairs to playground equipment. However she had not approved the safety surface improvements, as £2,500 would be excessively over budget for the current year. The RoSPA inspection was imminent and an urgent completion date requested for repairs outstanding since approaching Record RSS. Members considered the quotation for quarterly inspections at £351 per visit (£1404 pa) and **IT WAS UNANIMOUSLY RESOLVED** to commence a 12 month trial to assess if efficiency improved. RoSPA safety training for Wardens

14. Staff Matters.

Volunteer
ASAP

A d m i n .
Asst.
12/9

Clerk
24/9

The Clerk formally reported the appointment of Mrs Tina Kite as Hall Manager, who would be pleased to attend future Leisure Services Committee meetings to report directly to members. A resignation had been received from a part-time Park Warden. Following discussion under confidential terms, members noted information from the Clerk and endorsed the appropriate measures being considered.